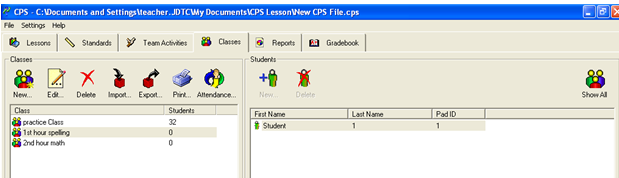
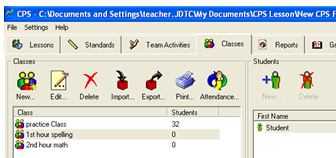
**How To Create a Class:**



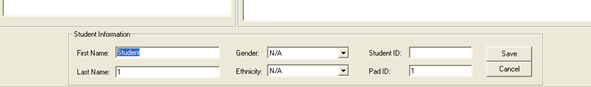
Begin by clicking the Classes Tab found at the top of the page. Then click New. A class wizard will appear.

**How To Add a Student to a Class**:

Stay on the Classes Tab. Highlight the class that you want students to enter by clicking once on the class name. Then click the New Students icon.

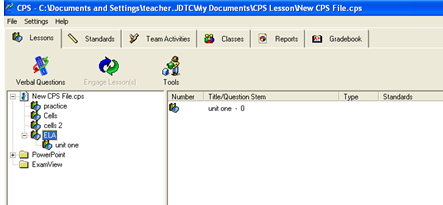


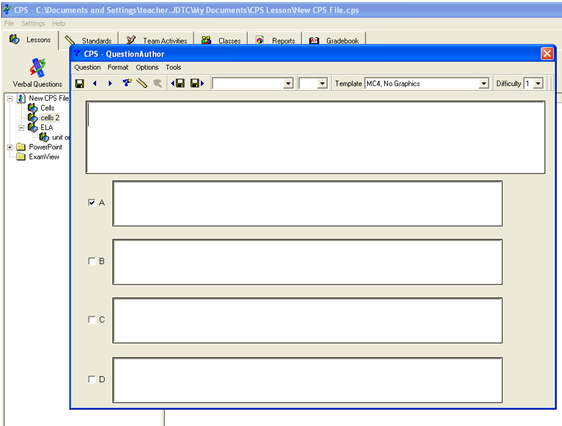
At the bottom of the screen, a popup will appear asking student’s First Name and Pad ID number. A teacher can always choose to keep the name “Student” and the number displayed on the ID Pad instead of typing the child’s name. Click Save.

****

**How to type questions for a quiz/test**:

On the Lessons Tab, title your test by right clicking on the CPS file. Then click New and then Lesson.



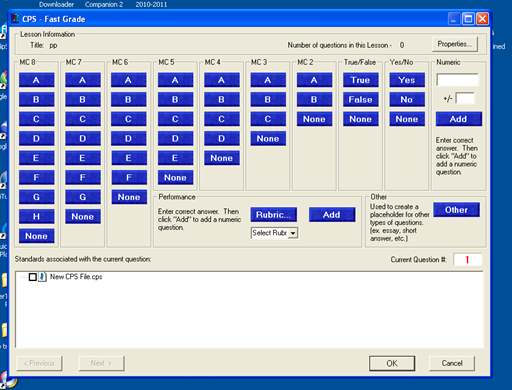
To add questions to the test, highlight the test title by clicking it once. Go to Tools, New, and then Questions. Type your question.

Make sure you put a check by the correct answer. The Tab key on the keyboard will take you to each textbox.

**How to make a key with Fast Grade:**

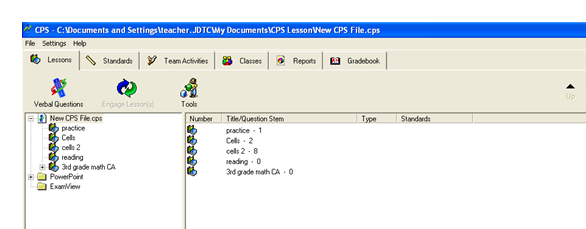
FastGrade can be used to type a key without typing the test questions. On the Lessons Tab, right click New CPS File from the left pane. Go to New and then Lesson. A pop up will appear asking for title and description.

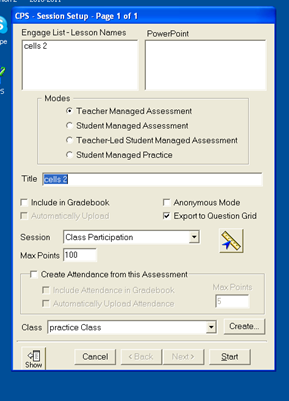
Highlight the test title that you have just created by clicking it once. Click Tools, and then FastGrade. Click the answers in order and then click OK.



**How to take a test with questions**:

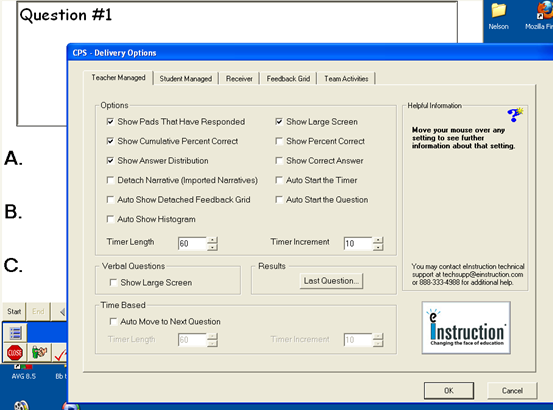
On the Lessons Tab, click the test that you want your students to take. Press the Engage Lesson icon.



The following popup appears. Teacher Managed Assessment is the best choice. Click Start



This toolbar will appear at the top of your screen. Click Questions.

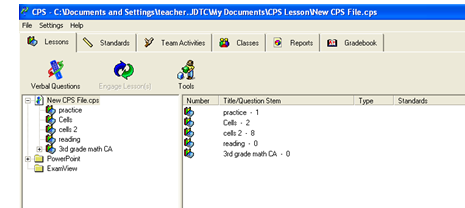
Click the Options icon at the bottom left of the screen. Notice what is clicked in the popup. If you want to see who responded after each question, click the first button.

If you want to see the correct answer after each question, click the third button.

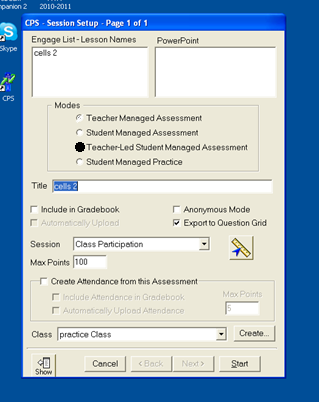
Do not click the 5th button, feedback grid. With this choice you will not see the questions, only who responded.

**How to take a test without seeing the question**:

From the Lessons Tab, click the test from the left pane. Click the Engage Lesson icon.



A popup will appear.



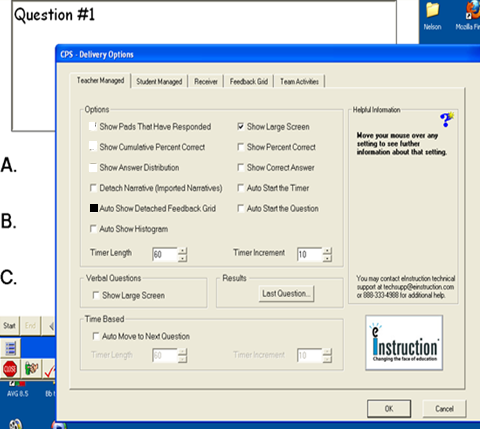
Click Teacher Led Student Managed Assessments.

**How to take a test without seeing the question (continued)**

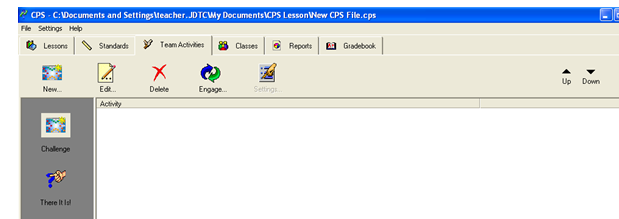
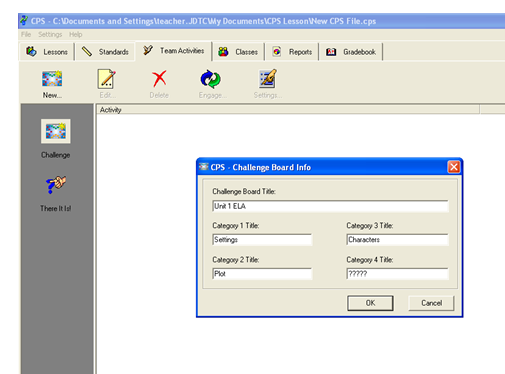
When the toolbar appears at the top of the screen, click Questions.



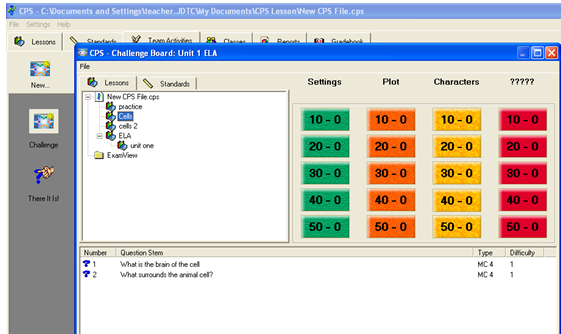
Click Options from the bottom left hand side of the screen. Again notice the choices. Make sure “Auto show detected feedback grid,” is clicked.



**To create a Team Activities:**

Go to the Team Activities Tab and click New. 

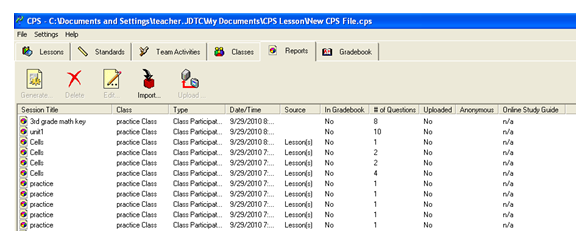
A popup will appear asking for categories.



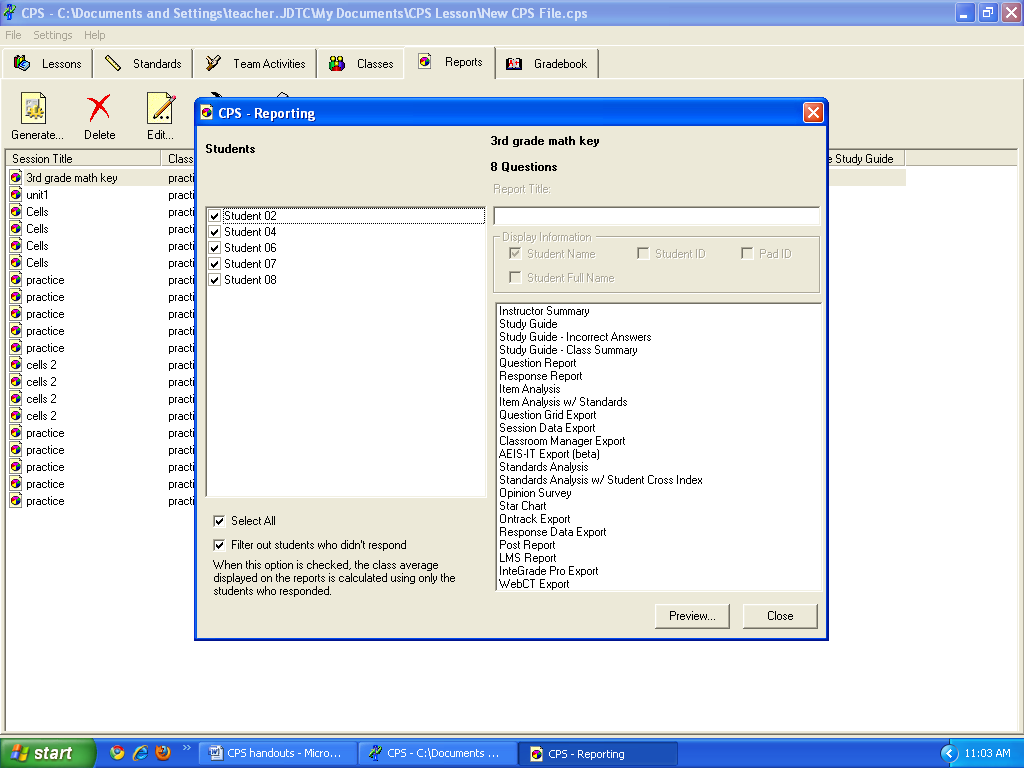
Open up an old test. The questions will appear at the bottom pane. Drag the questions to the category. A question can be placed in more than one category.

**How to generate a Report:**

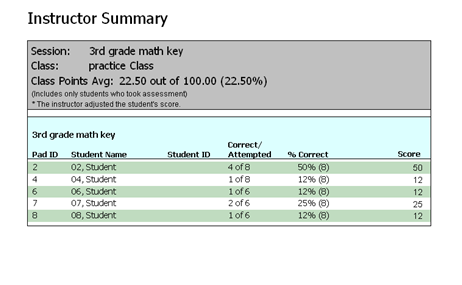
Go to the Report Tab. All of your assessments will be shown.



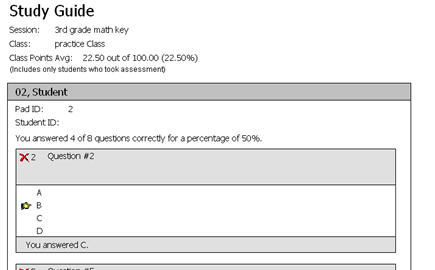
Highlight the assessment you want by clicking the test once. Click Generate. A popup will appear showing all of the possible Reports. The teacher can select one or all of the students and select a Report.



The Instructor Summary shows how each student performed. This Report can be used for a pre and post test to see if a student is progressing.



The Study Guide will show how a student responded to each question.



Item Analysis Report lists each question with the student’s answers. This   
Report would be good for evaluating each question.

